



STATE OF DELAWARE
Executive Department
Criminal Justice Council
State Office Building-Tenth Floor
820 N. French Street
Wilmington, DE 19801

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**FY 2011 Byrne Memorial Justice Assistance Grant
Law Enforcement Solicitation
Request for Proposals**

Eligible Applicants

Grantee Eligibility: Grant funds may be awarded to local units of government police departments for the defined purpose areas.

Deadline

Completed applications must be **received by the Criminal Justice Council (CJC) Office no later than 4:00 p.m. on Friday, May 4, 2012—no exceptions will be made.** Requests received after the deadline will not be eligible for funding. Requests may be submitted by mail or email.

Contact Information

If you have questions about this solicitation, please contact Charles Pugh at (302) 577-5030 or charles.pugh@state.de.us. Concept forms are attached to this solicitation and may also be found on the CJC website <http://cjc.delaware.gov>.

Released From: The Criminal Justice Council
Release Date: March 27, 2012

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Eligible Applicants

Grantee eligibility: Grant funds may be awarded to local units of government police departments for the defined purpose areas.

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711.

Central Contractor Registration: All potential grant recipients must register with the Central Contractor Registration (CCR) database as well. Registrants must update or renew their registration at least once per year to maintain an active status. If your concept is approved, all applicants must be prepared to provide documentation of an active CCR prior to a CJC subgrant award.

Racial & Ethnic Fairness Declaration: Each subgrantee must provide written certification that it complies with the Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System (Declaration) as set forth by the Delaware CJC's Racial and Ethnic Fairness Committee. Certification shall be established through submission of the Declaration form found on the CJC website <http://cjc.delaware.gov/REFSurvey.shtml> to the CJC with the concept application.

Applicants who submit the completed form with supporting documentation will be given preference in the grant award over applicants who do not submit the completed form and documentation.

Award Amount and Length

Grants funds can support programs for twelve month project periods. Budgets must be reasonable and reflect the proposed project period.

What a Concept Paper Should Include

This packet includes a cover sheet and a Concept Paper Format that must be used. Please do not attach letters of support, brochures or other documents. Only letters of agreement verifying that a collaborating agency will cooperate with project implementation and/or the agency provides a leveraged resource directly related to obtaining program objectives will be accepted. Attachments submitted for any other purpose will not be considered.

Minimum Requirements

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, as well as research and evaluation activities that will improve or enhance:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs

CJC Priorities

The CJC Board of Directors has identified the following priority areas for special consideration when scoring concepts:

- Reducing Homicide and Violent Crime
- Improving services for Mental Health
- Re-entry for Adults and Juveniles
- Juvenile Prevention and Intervention

Special consideration will be given to programs that demonstrate promising practices or model programs that will reduce the incidences of violent crime.

Budget Information

Match:

No match will be required for the Edward Byrne Memorial Justice Assistance Grant Funds.

Unallowable Activities:

Grant funds under the Byrne Justice Assistance Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Building renovations

Prohibited Uses:

No JAG funds may be expended outside of JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matters

Review Process

CJC staff will review all concepts submitted by the due date. Recommendations will be made for final approval to the full CJC.

These funds are made available under the U.S. Department of Justice, Bureau of Justice Assistance (BJA).

Applications that meet the above-referenced eligibility requirements will be accessed and scored based on the following criteria:

- Statement of the problem – 20 points
- Program Description – 50 points
- Evaluation – impact and sustainability – 10 points
- Reasonable Budget - 10 points
- Base Requirements- 10 points

TOTAL POSSIBLE POINTS = 100

A. Statement of Problem

(0-20 points)

Description of problem (0-10 points)

Utilization of researched-based literature, evidence based practices and relevant information (0-10 points)

B. Program Description**(0-50 points)**

Established History (0-10 points)

Collaboration (0-9 points)

Meets threshold requirements (0-16 points)

Nature of services – what, how, when. Measureable objectives (0-25 points)

C. Evaluation – impact and sustainability**(0-10 points)**

- Does the concept paper explain how the evaluation strategy assesses all of the threshold requirements? (0-5 points)
- Does the concept paper explain sustainability of program activities once federal funds are expended? (0-5 points)

D. Budget**(0-10 points)**

- Is the budget aligned with activities related to this program? (0-5 points)
- Does the identified match meet federal guidelines? (0-5 points)

E. Base Requirements**(0-10 points)**

- Has the agency completed the Racial & Ethnic Fairness Declaration (0-2 points)
- How is the past performance of the agency? (0-3 points)
- Did the concept paper adhere to the format? (0-5 points)

Reporting Requirements

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within 20 days following the close of each quarter:

Quarter ending March 31 – Reports are due April 20

Quarter ending June 30 – Reports are due July 20

Quarter ending September 30 – Reports are due October 20

Quarter ending December 31- Reports are due January 20

Performance Measures

In addition to the quarterly reporting of goals and objectives for the specific subgrant award, all Byrne Justice Assistance Grant Subgrantees will be required to submit a separate PROGRESS REPORT for Performance Measures, as determined by the CJC and the Bureau of Justice Assistance.

Completed applications must be **received by the CJC Office no later than 4:00 p.m. on Friday May 4, 2012—no exceptions will be made.** Please send your application to Charles Pugh via email at Charles.pugh@state.de.us or mail:

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